



**Doctoral Practicum COUN9380**  
**New Orleans Baptist Theological Seminary**  
**Church and Community Ministries Division**  
**Spring 2018**

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**Mission Statement**

The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

**Mission Statement of the Counseling Program (CACREP I.N, II.A)**

The mission of the NOBTS Counseling Program is to provide training and supervised experience in evidence-based counseling methods to help people deal with life issues in a biblically sound way and prepare students for licensure in counseling and counseling-related professions. We seek to produce graduates who have the values, knowledge, skills, and personal disposition to promote the mental health and holistic wellness of clients across diverse populations.

**Core Value Focus**

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is Servant Leadership.

**Curriculum Competencies**

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership. The curriculum competencies addressed in this course are: Disciple Making, Interpersonal Skills, and Servant Leadership.

**Syllabus Distribution (CACREP II.D)**

This syllabus is distributed at the beginning of the semester for review and can be found electronically on blackboard.

**Course Description (CACREP II.D.1)**

The Doctoral Practicum provides supervised experiences in counseling. Students must participate in a supervised practicum of a minimum of 100 hours, of which 40 hours must be providing direct counseling services. The nature of the doctoral-level practicum experience is to be determined in consultation with the Counselor Education program faculty. Individual or triadic supervision meetings with a faculty supervisor or a qualified supervisor, as well as regular group supervision meetings with a faculty supervisor are required.

**Student Learning Outcomes (CACREP II.D.2)**

Upon completion of this course, the student will

CACREP	Student Learning Objective	Measure	CACREP Standard
	A. Log of 40 direct hours and 100 indirect hours--logged on Clinical Training Manager with approvals by Supervisor	A. Log of 40 direct hours and 100 indirect hours--logged on Clinical Training Manager with approvals by Supervisor	6.C.1

B. Maintain current liability insurance throughout the internship.	B. A copy of current insurance verification must be on file in the Counseling Office, and uploaded to CTM before the start of the Practicum.	6.C.6
C. Must have approvals on Clinical Training Manager for individual or triadic Supervision 1 hour per week.(15 weeks for Fall/Spring; 10 weeks for summer term)	C. Must have approvals on Clinical Training Manager for individual or triadic Supervision 1 hour per week.(15 weeks for Fall/Spring; 10 weeks for summer term)	6.C.4
D. Approvals on Clinical Training Manger for Group Supervision according to the regular schedule set by Group Supervisor	D. Approvals on Clinical Training Manger for Group Supervision according to the regular schedule set by Group Supervisor	6.C.5
E. One-two written case conceptualizations (redacted) highlighting new skills and/or interventions that meet the client's needs, measured by the Case Conceptualization Rubric.	E. One-two written case conceptualizations (redacted) highlighting new skills and/or interventions that meet the client's needs, measured by the Case Conceptualization Rubric.	6.B.1.c
F. Growth in treatment planning shown by 2 Treatment plans, measured by the Treatment Plan Rubric.	F. Growth in treatment planning shown by 2 Treatment plans, measured by the Treatment Plan Rubric.	6.B.1.b
G. Session Observation: Make necessary arrangements so your required sessions can be observed if requested by your individual supervisor or chair.	G. The student should make available to the supervisor a minimum of 2 sessions video-taped or to be viewed live.	6.B.1.e
H. Demonstration of sustained improvement from midterm to final evaluations of competencies (CCS-R) with all scores at or above the "Demonstrates Competencies" level.	H. Demonstration of sustained improvement from midterm to final evaluations of competencies (CCS-R) with all scores at or above the "Demonstrates Competencies" level.	6.B.1.e

#### **Textbooks (CACREP II.D.4)**

**Required Readings: As agreed upon in student plan for Practicum with strategy to improve skills identified by student and supervisor.**

#### **Subscription to Clinical Training Manager**

#### **Course Teaching Methodology (CACREP II.D.3)**

The course will involve the following methods of instruction: reading, group supervision, individual supervision, use of video-taped counseling sessions for evaluation, construction of case conceptualizations and treatment plans.

#### **Additional Course Requirements (CACREP II.D.3)**

- 1. Read completely the NOBTS Ph.D. Practicum/Internship Manual.**
- 2. Case Presentation in group supervision.** Every student is required to present at least one case during the semester in group supervision. Every student is required to present at least one case during the semester in group supervision. (See Case Presentation Instructions and Rubric)
- 3. Attendance of Group Supervision at regularly scheduled sessions.** Students are expected to pursue group supervision and to adjust their schedules accordingly.

4. **Individual Supervision attendance once a week:** Individual Supervisors will be assigned to the student, or the study may meet with their Board Approved Supervisor. Individual supervision with faculty will be triadic (two students, 1 supervisor).
5. **CTM Verification Reports** must be submitted weekly by each student.
6. **Evaluations at end of each Internship.** All assignments and evaluations must be completed at the end of the Internship.

### **Evaluation of Grade (CACREP II.D.5)**

The student's grade will be computed as follows:

#### **Pass or Fail**

### **Course Policies, Academic Conduct, and Professional Conduct (CACREP I.J, G, O; II.D.6)**

#### **Academic Honesty Policy**

All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

#### **Academic Policies**

Academic policies relate to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: [New Orleans Baptist Theological Seminary Academic Catalog](#).

#### **Classroom Parameters**

Please arrive on time.

Turn off cell phones. Utilize laptops and other technology for class purposes only.

Respect the professor and other members of the class.

Maintain confidentiality when someone shares personal information.

Participate in class and group discussions.

#### **Disabilities and Accommodations (CACREP II.D.6)**

New Orleans Baptist Theological Seminary does not discriminate against applicants/ students on the basis of personal disabilities. The Seminary, in voluntary compliance with the American Disabilities Act, will provide reasonable institutional accommodations, modifications, and adjustments to enable and empower students with disabilities to participate in Seminary programs and activities to the fullest extent possible. However, NOBTS cannot support accommodations that place undue hardship on the Seminary or its resources or which alter the essential requirements of curriculum and academic progress. While the seminary does not provide direct assistance to students in the form of equipment or personnel, accommodations may be made by individual professors at their discretion. These accommodations usually take the form of early access to lecture materials in electronic format and additional time to complete tests and assignments. The most efficient way to pursue such accommodations is to provide the Director of Testing and Counseling (Dr. Jeff Nave, [jnave@nobts.edu](mailto:jnave@nobts.edu), 504-282-4455 ext. 8004) with documentation of the condition for which you seek accommodation, an explanation of helpful accommodations received in the past, and a description of the specific accommodations you desire. The Director of Testing and Counseling will document your request and communicate on your behalf with the professors who teach the course(s) for which you are registered. The seminary reserves the right to consider each request for "special" accommodations on a case by case basis pursuant to the criteria enumerated above.

#### **Diversity (CACREP I.J)**

The Counseling Program at NOBTS affirms the Christian doctrinal position that God created man in His own image, and that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love. We believe the counseling profession affords our students and graduates the opportunity to be "salt and light" (Matthew 5:13-16) whatever their places of service, and that a robust appreciation for and sensitivity to human diversity is key to that end. Further, a learning environment diverse in its people, curricula, scholarship, research, and creative activities expands

opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. Students and faculty benefit from diversity. The quality of learning, research, scholarship, and creative activities are enhanced by a climate of inclusion, understanding, and appreciation of the full range of human experience. We are committed to nurturing and training a diverse student body in an atmosphere of mutual respect and appreciation of differences. As a result, the counseling program is committed to diversity and equal opportunity and recognizes that it must represent the diversity inherent in American society, reflected in our local community, and aligned with the core values of the NOBTS community.

### **Netiquette**

Netiquette refers to appropriate online behavior in Blackboard or other online discussions. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

### **Plagiarism on Written Assignments**

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

### **Policy for Graduating Seniors**

Graduating Seniors are responsible for alerting the professor of your intention to graduate. All of your assignments must be completed by noon (12:00 PM) on the Wednesday prior to commencement exercises.

### **Professional Conduct (CACREP I.O)**

Students are expected to adhere to the appropriate code of ethic for their particular program. Any behavior deemed unethical will be grounds for dismissal from the program.

### **Professor's Policy on Late Assignments**

All work is due on the assigned date in the syllabus. The grade for late assignments will automatically be reduced by four points for each week day an assignment is late. Assignments will NOT be accepted after they are one week overdue.

### **Technical Assistance (CACREP I.G)**

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

1. [Selfserve@nobts.edu](mailto:Selfserve@nobts.edu) - Email for technical questions/support requests with the [Selfserve.nobts.edu](http://Selfserve.nobts.edu) site (Access to online registration, financial account, online transcript, etc.)
2. [BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System [NOBTS.Blackboard.com](http://NOBTS.Blackboard.com).
3. [ITCSupport@nobts.edu](mailto:ITCSupport@nobts.edu) - Email for general technical questions/support requests.
4. [www.NOBTS.edu/itc/](http://www.NOBTS.edu/itc/) - General NOBTS technical help information is provided on this website.

### **Writing Center (CACREP I.G)**

NOBTS has adopted a Quality Enhancement Plan to improve English writing at the graduate level. As part of this effort, NOBTS has established a writing center located in the Hardin Student Center (290B). Visit the official [NOBTS Writing Center](#) online help site for writing academic papers and essays. You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew. More information about how to set up an appointment for writing assistance is available on the writing center page.

### **Writing Style**

All papers are to be written in American Psychological Association (APA) style. Please see the APA Manual 6th edition. Be thorough, and answer completely all the questions in the assignments.

**Student Services**  
(CACREP I,F, H)

*This is a partial list of NOBTS student services available to all students, no matter your delivery system or location. If you have questions or do not see what you need here, please refer to [www.nobts.edu/student-services](http://www.nobts.edu/student-services), email us at [studentservices@nobts.edu](mailto:studentservices@nobts.edu), or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!*

<b>Need</b>	<b>Email</b>	<b>Phone</b>	<b>Web Page</b>
Advising – Graduate Program	<a href="mailto:studentservices@nobts.edu">studentservices@nobts.edu</a>	504.282.4455 x3312	<a href="http://www.nobts.edu/registrar/default.html#advising">www.nobts.edu/registrar/default.html#advising</a>
Advising – Undergraduate Program	<a href="mailto:lcadminasst@nobts.edu">lcadminasst@nobts.edu</a>	504.816.8590	<a href="http://www.nobts.edu/LeavellCollege">www.nobts.edu/LeavellCollege</a>
Church Minister Relations (for ministry jobs)	<a href="mailto:cmr@nobts.edu">cmr@nobts.edu</a>	504.282.4455 x3291	<a href="http://www.nobts.edu/CMR">www.nobts.edu/CMR</a>
Financial Aid	<a href="mailto:financialaid@nobts.edu">financialaid@nobts.edu</a>	504.282.4455 x3348	<a href="http://www.nobts.edu/financialaid">www.nobts.edu/financialaid</a>
PREP (help to avoid student debt)	<a href="mailto:Prepassistant1@nobts.edu">Prepassistant1@nobts.edu</a>	504.816.8091	<a href="http://www.nobts.edu/prep">www.nobts.edu/prep</a>
Gatekeeper NOBTS news	<a href="mailto:pr@nobts.edu">pr@nobts.edu</a>	504.816.8003	<a href="http://nobtsgatekeeper.wordpress.com">nobtsgatekeeper.wordpress.com</a>
Information Technology Center	<a href="mailto:itcsupport@nobts.edu">itcsupport@nobts.edu</a>	504.816.8180	<a href="http://selfserve.nobts.edu">selfserve.nobts.edu</a>
Help with Blackboard	<a href="mailto:blackboardhelpdesk@nobts.edu">blackboardhelpdesk@nobts.edu</a>	504.816.8180	<a href="http://nobts.blackboard.com">nobts.blackboard.com</a>
Library	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/Library">www.nobts.edu/Library</a>
Online library resources	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/research-links/default.html">http://www.nobts.edu/research-links/default.html</a>
Writing and Turabian style help	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/writing/default.html">http://www.nobts.edu/writing/default.html</a>
Guest Housing (Providence Guest House)	<a href="mailto:ph@nobts.edu">ph@nobts.edu</a>	504.282.4455 x4455	<a href="http://www.provhouse.com">www.provhouse.com</a>
Student Counseling	<a href="mailto:lmccc@nobts.edu">lmccc@nobts.edu</a>	504.816.8004	<a href="http://www.nobts.edu/student-services/counseling-services.html">www.nobts.edu/student-services/counseling-services.html</a>
Women's	<a href="mailto:womensacademic@nobts.edu">womensacademic@nobts.edu</a>	504.282.4455	<a href="http://www.nobts.edu/women">www.nobts.edu/women</a>

For additional library resources in your state, check <http://www.nobts.edu/library/interlibrary-loan.html>

- GALILEO for Georgia students
- LALINC for Louisiana students
- Florida Virtual Library (<http://www.flelibrary.org/>) for Florida students
- Interact with us online at –



TWITTER.COM/NOBTS    INSTAGRAM.COM/NOBTS    FACEBOOK.COM/NOBTS

**Selected Bibliography (CACREP II.E)**

Baird, B.N. (2010). *Internship, practicum, and field placement handbook*. (6<sup>th</sup> ed). Pearson Publishing Company.

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Friedman, D., & Kaslow, N.J. (1986). The development of professional identity in psychotherapists: Six stages in the supervision process. In F.W.Kaslow (Ed.), *Supervision and training: Models, dilemmas and challenges*, 29-50. New York: Haworth Press.

Mitchell, R. (2001). *Documentation in counseling records*. Alexandria, VA: American Counseling Association.

Pipher, M. (2003). *Letters to a young therapist*. New York: Basic Book.

Russell-Chaplin, N.E., (2016.) Ivey, S., & Ivey, A. *Your supervised practicum and internship: Field resources for turning theory into action*.(2nd Ed). NY: Routledge